State Library of North Carolina – Library Services and Technology Act

EZ SCHOOL LIBRARY COLLECTION DEVELOPMENT GRANT
2007-2008
Information & Guidelines

1. PROGRAM-SPECIFIC INFORMATION & GUIDELINES

1.1. What is this grant program and its purpose?

This grant program is designed to help school library media centers highlight the importance of a current, accurate, and attractive collection of curriculum-related books to support student achievement.   The availability of grant funds and the requirement for matching funds are designed to leverage additional money to help build print collections and bring heightened attention to the need for improvement of the school library's current collection.

These grants are not intended to be an ongoing source of funding to solve the problem of inadequate print resources. And with the high level of need and over 2300 schools in the state, current policies limit each school to receiving one grant.

This grant program supports Goal #3 of the *Library Services and Technology Act Plan for Implementation in North Carolina, 2003-2007* (<http://statelibrary.dcr.state.nc.us/lsta/plan2003-07.pdf>): *Goal #3: Libraries and librarians lead in support of learning and discovery for children and teens. Outcome 3.2*: *North Carolina's children and teens have access to the full range of ideas and information.*

These grants are from federal funds allocated to the State Library of North Carolina under the Library Services & Technology Act (P.L. 108-81), administered by the federal Institute of Museum and Library Services (IMLS).

1.2. Who may apply?

Libraries that meet these criteria may apply:
1) Serve **public** elementary, middle, junior and senior high schools.
2) Adhere to the following guidelines for determining an eligible library from *Library Services & Technology Act Plan for Implementation in North Carolina* <*http://statelibrary.dcr.state.nc.us/lsta/plan2003-07.pdf*>:
   - Headed by a full-time certified school media coordinator
   - Operate with a materials budget
   - Have a cataloged collection of information resources
   - Located in a designated space
   - Open a minimum of 20 hours per week.
3) Have not received a grant under this program in previous years.

An eligible public school library may submit only one grant application in this round.

1.3. What amount of grant funds may be requested?

The maximum amount that may be requested is $10,000; the minimum is $1,000.

1.4. Are local matching funds required?

Yes. Matching funds are required for School Library Collection Development Grants. Matching funds demonstrate the school's commitment to the library and its print collection. They must be clearly documented in the application and must meet these guidelines:

- Provide a 25% match -- $1 match for each $4 of grant funds (e.g. if a library requests $10,000 in grant funds, the required match is $2,500.)

- Come from any combination of local or state sources. **Federal funds cannot be used to match the grant.**

- Not replace funds normally committed to the library book budget. Consequently, the match amount must represent funds that are in **addition to** an average of the library's book expenditures for the two school years prior to the year the grant project will be implemented.
  Example: *ABC School Library Book expenditures 2005/2006 = $6,000*
                             Book expenditures 2006/2007 = $8,000
             Average of the two fiscal years prior to the grant year = $7,000

> **TIP**: Using the example above, if ABC school library applies for $10,000 in grant funds, it also must provide $2,500 in matching funds. The $2,500 in matching funds must be **in addition to** the library's projected 2007-2008 funds for books of at least $7,000 (average of the last two years). If awarded grant funding, the library's total dollars available **for books** for 2007-2008 would then be at least $19,500 ($7,000 regular budget + $2,500 grant match + $10,000 grant).

- May **not** be money normally available to the media center that may be expended for books (e.g., such funds might include fines, lost/replacement funds, book fair proceeds).

- Must be spent for an allowable expenditure under grant guidelines. [See below: "How may the project funds be used?"]

- Must be available and spent during the same time period as the grant funds: 2007-2008 grants **and match** are to be spent in the 2007-2008 school year.

- Must be from source(s) clearly explained in the grant application.

- **Must be available for expenditure at the time a funded library signs the grant agreement.**

No project funds (grant or matching dollars) may be encumbered or expended until school /media center representatives and the State Librarian sign the grant agreement.

1.5. How may the project funds be used?

Allowable expenditures:
Project funds (grant funds and matching funds) may be used to purchase print **books** that support the school curriculum. This may include general non-fiction, fiction, and reference materials. Cassette tapes may be purchased **only** if part of an appropriate book/cassette or book/CD combination or as audio books to fulfill the needs of specific user populations. **Associated expenses** are also allowable: jobber processing costs, as well as shipping/handling, and taxes (if taxes are not recouped by the school).

Processing provided by a vendor as part of the purchase cost of books is allowable, and encouraged if it speeds making materials available to users.

Unallowable expenses:
Grant funds and local matching money may __not__ be used for the following:
- Class sets of books
- Accelerated Reader (or other reading program) testing software/disks and spine labels.
- Internal processing costs
- Equipment
- Computer software and other media: cassette tapes (except as noted above), videos, CDs, DVDs, etc.
- "Overhead" or indirect/administrative costs.

Libraries that wish to buy more than five copies of one title should provide a clear, concise explanation of why more copies are needed. The State Library retains the right to disallow such expenditures.

1.6. What is the basis for selecting projects for funding?

To be eligible for consideration, an application must be **received** by 5:00 p.m. February 21, 2007. Reviewers use the following factors and criteria to determine priority for funding among the eligible applications:

I. Need and Impact on Adequacy
The application must clearly explain the deficiencies in the current library media center book collection and show how the project will improve the collection. Assessment of need and appropriateness of the proposed collection development project will be determined by answers to the following questions:
- How many books/volumes does the library media center currently own?
- What is the average age (i.e., copyright date) of the current book collection?
- How many and what specific curricular areas will be supported by the planned purchases?
- What impact will this project have on the library's progress in achieving adequate resources to meet user needs in the specified areas?

MEASURES OF NEED FOR COLLECTION DEVELOPMENT GRANTS
"Accreditation Standards for Quality Schools"

…the school operates a library media center that:
6.21 Maintains a comprehensive materials collection consisting of current media, books, reference sources, and periodicals in print and electronic formats that support student learning, the curriculum, and the instructional program;
6.22 Provides a balanced collection of a minimum of 10 books per student; (see note 5)

5) Middle and Secondary Schools with enrollment in excess of 1,500 students must provide at least 15,000 usable volumes. Elementary Schools with enrollment in excess of 1,000 students must provide at least 10,000 usable volumes. New schools must have at least four volumes per student upon opening and meet the collection requirements within three years.

Source: *Accreditation Standards 2005 for Public Schools Serving Students in Kindergarten through Grade 12* (Southern Association of Colleges and Schools, Council on Accreditation and School Improvement). <http://www.sacscasi.org/region/standards/index.html>.

II. Collection Analysis and Collection Development Plan

IMPACT defines collection development plan as: "Plan based on analysis of the present collection that addresses future needs in a systematic and long-term manner." Source: *IMPACT: Guidelines for School Library Media and Instructional Technology Programs* (North Carolina Department of Public Instruction) <http://www.ncwiseowl.org/zones/mediatech/impact/IMPACT.pdf>.

This LSTA grant program suggests a three-step approach to collection development:

1. Assess the strengths and weaknesses of the library's print collection, in terms of number of titles, age of collection, circulation data, reading levels, support for curriculum objectives, etc.

2. Analyze the ways in which the strengths and weaknesses identified by step one impact the teaching of the curriculum.

3. Prioritize purchases over a three- to five-year period based upon critical needs for print materials identified in step two.

An example of the three-step approach:

1. Your assessment indicates a weakness in your collection of library science books.

2. Your analysis indicates that this is not a significant weakness because library science is not part of the curriculum.

3. Your collection development plan for purchases should assign a low (or no) priority for purchasing library science books.

TIPS:
Be sure the tools you are using to analyze and assess your collection are relevant to a school library media center, and not to collections of some other type of library, such as a public library.

Reviewers will need to be persuaded about the value/merit of a collection development plan that relies solely or primarily on reading improvement programs such as Accelerated Reader. The collection development plan should be based on the materials needed to support the school's curriculum and the North Carolina Standard Course of Study.

III. Local Commitment
Applicants should demonstrate involvement of faculty and staff in planning and the school's support for the project. In addition, the budget information must clearly demonstrate the school's financial commitment. Reviewers will evaluate this support using the following information:

- Extent of participation of the Media and Technology Advisory Committee (MTAC) in planning the collection development project. Applications must include a letter of support signed by the MTAC members that documents and describes their involvement. Positions, as well as names, of MTAC members should be included. The letter should not be a "pro forma" letter stating "support" for the project. The contents of the letter will be used to evaluate the extent of the MTAC's involvement.

- The source of matching funds, which must clearly be new funds provided **in addition** to the average of the library's book expenditures from all sources in the two school years prior to the grant implementation year.

- A signed statement from the principal, library media coordinator, representative of the Media and Technology Advisory Committee, and school treasurer committing to the match and identifying the source of the matching funds.

IV. Ability to Pay and Local Effort
Two additional factors will serve as measures of school need *if all other factors are equal in the review of a group of grant proposals*. Those are:

- The relative resources available to fund schools from local government (i.e. "**ability to pay**") — that is, the relative wealth status of the community based on the per capita local tax base. An additional indicator of ability to pay will be participation in the federal free and reduced school lunch program. The application will require the percentage of students qualifying for federal free and reduced school lunches in the 1st Month 2006-2007.

- The relative **effort** of the school (i.e. "local effort") in supporting school library services — that is, per capita support of a school library or the library operating expenditures as a percentage of the general expenditures for the school. As an indicator of this local effort for this grant program, the application will require figures and supporting documentation to show amounts of state instructional materials funds at the school level and allocated to the school media center.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at <http://statelibrary.dcr.state.nc.us/lsta/financialfactors0708.htm>.

1.7. For further information about this grant program:

Interested applicants are strongly encouraged to contact the State Library with any questions about the School Library Collection Development Grants. Queries may be directed to Penny Hornsby, Federal Programs Consultant, State Library of North Carolina, at 919-807-7420 or phornsby@library.dcr.state.nc.us.

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2. GENERAL INFORMATION & GUIDELINES

2.1. What is the basis for selecting projects for funding?

In addition to the criteria and priorities listed in Section 1 of the Information & Guidelines for each LSTA grant program, the following criteria also apply:

I. Ability to Pay and Local Effort
In awarding LSTA grants to North Carolina libraries, two additional factors will serve as measures of institutional need if all other factors are equal in the review of a group of grant proposals. They are:
- **Ability to pay:** The relative resources available to fund library services from local government or within an academic institution—that is, the per capita local tax base or the per FTE institutional resources will be used as a measure of ability to pay for services locally, and
- **Local effort:** The relative local effort in supporting library services—that is, per capita support of a public library or, for academic libraries, the library operating expenditures as a percentage of the Educational and General Expenditures for the academic institution, or, for a school library, the per capita support or the library operating expenditures as a percentage of the general expenditure for the school.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at <http://statelibrary.dcr.state.nc.us/lsta/financialfactors0708.htm>.

II. Applicant's LSTA Grant History
Two other issues may be taken into consideration in selecting applications for funding:
- the quality and effectiveness of the applicant's management of prior LSTA grants, and
- if requests exceed available funds, the number and type of grants that a library has received over the life of LSTA and their total dollar value. This will help ensure that more libraries have the opportunity to benefit from LSTA grant funds.

2.2. Do you need a planning grant?

[**NOTE**: Planning grants are **required** as a preliminary step in two instances.
NC ECHO Heritage Partners Grants: applicants are **required** to have first successfully completed an LSTA Project Planning Grant.
Automated System Grants: applicants proposing to implement a shared automated system for a consortium **must** have first successfully completed a Technology Planning Grant.]

A library may determine that additional planning is needed before they are ready to apply for a grant. If so, a preliminary step may be to apply for one of the LSTA planning grants. These grants, which have no matching requirement, provide some funds to assist with costs of planning activities. There are three categories of planning grants.
- LSTA Project Planning Grants – to help libraries get ready to apply for specific LSTA grant programs, providing funds to carry out needs assessments; build collaborative partnerships and develop project plans; assess archival and special collections and create plans for digitizing them.
- Planning Grants – general planning for programs and services, process analysis, community-based planning for youth services, a building program or library space utilization study.

- Technology Planning Grants – developing a comprehensive technology plan, planning for a new or upgraded automated library system, including development of an RFP.

The State Library offers two cycles for its suite of planning grants. A mid-year 2006-2007 grant (application due November 20, 2006) would allow a library to complete planning activities between January and July 2007 in time to file a Letter of Intent (LOI) in November 2007 for a 2008-2009 project grant. If the Letter of Intent is successful, the library may submit a full application in late February 2008 for a project that would begin in July 2008.
Information (guidelines and applications) for mid-year planning grants can be found under "2006-2007 LSTA Grant Programs" at: <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>.

A library applying and funded for a planning grant in the regular cycle (2007-2008 applications due February 21, 2007) would have an allowable planning period of one year, beginning July 2007. With a regular cycle planning grant a library could potentially meet the November 2007 LOI deadline for a 2008-2009 Project grant, however the planning time is likely to be more compressed. A library must consider its own circumstances and capabilities to determine the most appropriate course of action.

A library may not receive the relevant planning grant and the Project grant for which they planned, in the same grant year.

2.3. <u>What is the application and review process?</u>

For Project grant programs (*i.e.,* programs REQUIRING a Letter of Intent):
Project grant programs for 2007-2008 include: Automated System; Innovation / Demonstration; Internet Infrastructure Improvement; Library Outreach Services; NC ECHO Digitization; NC ECHO Heritage Partners.
The grant process for Project grant programs has two steps aimed at saving time and other resources for libraries that are interested in applying for some of the more complex grant programs. It allows the library to determine whether its project concept is eligible and/or competitive.

- Step #1: Letter of Intent: A library interested in applying for a Project grant must submit by November 20, 2006 a Letter of Intent (LOI) explaining the proposed project. (The Letter of Intent is a brief application form found at <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>.)
  The LOI will be used to determine whether the library is proposing a project that meets the criteria of the grant program. State Library staff and the LSTA Advisory Committee review the Letters of Intent and the LSTA Advisory Committee determines which libraries are authorized to submit a full application. Libraries will be notified of authorization by December 19, 2006.

  For multiyear projects, the Letter of Intent must identify the intention to apply as a multiyear grant. The LOI must also identify activities that will occur over the life of the project and estimate a budget for the entire project.

- Step #2: Full Grant Application: Those libraries that receive authorization are invited to submit a full application with a project plan and budget. Full applications are due February 21, 2007.

  For multiyear projects, the full application must include an action plan and timeline for all proposed years, including milestones or checkpoints to demonstrate progress for the full project; an estimated budget for all the years of the project; and, as appropriate, a plan for sustainability.

- To be eligible for review, full grant applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. February 21, 2007.

- Only **complete** applications from eligible institutions (those authorized to submit a full application) will be reviewed.

- Eligible applications will be reviewed and evaluated by State Library staff and outside peer reviewers, according to the grant program criteria. The LSTA Advisory Committee will consider the applications in conjunction with reviewer evaluations and make recommendations to the State Librarian regarding funding.

- Since the LSTA Advisory Committee reviews all LSTA Project grants and makes funding recommendations, no appeal is available.

- Announcement of funded applications will be posted to the State Library's LSTA web site (<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>) by the June award announcement date.

- No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

For EZ grant programs (*i.e.*, programs NOT requiring a Letter of Intent):
EZ Programs for 2007-2008 include: Basic Equipment; LSTA Project Planning; NC ECHO Digitization Starter; Planning; **School Library Collection Development**; Strengthening Public and Academic Library Collections; Technology Planning.

- To be eligible for review, grant applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. February 21, 2007.

- Only **complete** applications from eligible institutions will be reviewed.

- Eligible applications will be reviewed and evaluated by State Library staff according to the grant program criteria. State Library Senior Management will make final decisions.

- Procedures for EZ grants allow for appeals of funding decisions. Awards are not final until the appeals process is completed.

- Announcement of funded applications will be posted to the State Library's LSTA web site (<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>) by the June award announcement date.

- No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

2.4. How are grant payments made?

- **Grant funds are paid on a reimbursement basis. Libraries pay project expenses using local funds, and are then reimbursed for *actual* documented expenses up to the grant amount awarded.**

- **June 30, 2008, is the date by which all project funds (grant and matching) must be spent.**

- Grant payments will only be made for expenses incurred after a library is awarded a grant and library representatives and the State Librarian have signed the grant agreement.

- Grantees must submit requests for reimbursement once a quarter, at a minimum. Regular reimbursements ensure an even flow of grant payments.

- By the postmark date of April 15, 2008, a minimum of seventy-five percent (75%) of the grant amount must be requested for reimbursement. Requests received by this date will be paid by June 30, 2008.

- **July 15, 2008 is the final postmark deadline** for submitting grant reimbursement requests. The State Library will complete all payments by August 30, 2008.

For grant programs that allow purchase of computer equipment:
The State Library understands that costs of computer equipment change rapidly. If proposed equipment is purchased for less than the grant award amount, the library must obtain State Library approval to use the balance of the grant funds. The State Library does not guarantee approval for additional purchases in order that all grant funds can be used.

2.5. What reports must grantees make?

As part of the evaluation process for LSTA grant programs, all grant recipients must complete a report on their grant-funded project. It will be due to the State Library by September 30, 2008. The report will include a summary of grant expenditures, review of the project's accomplishments and descriptions of outcomes/benefits for users. The State Library will provide a form for the grant report.

To help you develop your plan for evaluation and reporting, please review the type of report you will have to provide. The 2005-2006 online report form may be found at <http://statelibrary.dcr.state.nc.us/lsta/report0506.htm>.

Non-profit grantees must comply with the requirements of North Carolina General Statute 143-6.2 and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, "Uniform Administration of State Grants," and the applicable requirements in the Office of the State Auditor's Audit Advisory ADV-2005-001 September 2005, including submission of required financial reports within six months (or nine months for $500,000 threshold) of the end of the Library's fiscal year(s) in which grant funds are received.

2.6. What impact will CIPA have on LSTA grantees?

In Fall 2000, Congress passed the Children's Internet Protection Act (CIPA) establishing certain requirements that affect public and school libraries that use federal funds to support public access to the Internet. One result is that the State Library must assure the Federal Government that affected libraries have Internet safety policies in place and are using technology protection measures, e.g., filtering software technology. This requirement applies to public libraries and public elementary and secondary school libraries that receive LSTA funds to purchase computers for accessing the Internet or to pay for the direct costs of accessing the Internet.

Libraries that participate in the Universal Service (E-rate) program are also subject to CIPA compliance requirements, which are more stringent for the E-rate program than for LSTA.

E-rate CIPA compliance requirements take priority over those for LSTA. This means that a public or school library that is already complying with CIPA under the provisions of the E-rate program does not have to take any further compliance action to be eligible for LSTA funds. For additional information on CIPA compliance for libraries subject to LSTA rules, please see <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

Every library that submits an application for funding to the State Library must include the appropriate CIPA certification documents as part of its application package. This applies to all grant applicants—no matter what type of library or what type of grant. This requirement is the result of guidance provided to state library agencies by the Institute of Museum and Library Services (IMLS), the federal agency that administers LSTA.

Additional information on CIPA, with guidelines and all required forms, is available at <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

2.7. <u>What else do applicants need to know?</u>

Because these grants are from federal funds administered through a state agency, all grantees must adhere to required federal and state provisions. (See **Grant Provisions**, Section 3.) Please read these carefully.

2.8. <u>Grant program timeline:</u>

For Project grant programs (*i.e.,* programs REQUIRING a Letter of Intent)
Programs include: Automated System; Innovation / Demonstration; Internet Infrastructure Improvement; Library Outreach Services; NC ECHO Digitization; NC ECHO Heritage Partners.

The following deadlines apply to 2007-2008 Project grants. Some dates are also included for 2006-2007 Mid-year planning grant programs.

September 13, 2006	• Letter of Intent (LOI) announcement for Project grant programs; Guidelines and LOI application form available at URL below. • Mid-year cycle 2006-2007 EZ planning grant guidelines and applications available (3 categories) – See "2006-2007 LSTA Grant Programs" at URL below. <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>
November 20, 2006	• Letters of Intent due by 5:00 p.m. * • Mid-year 2006-2007 planning grant applications due by 5:00 p.m.*
December 19, 2006	• Approved Letters of Intent notified; applications available • Announcement of funded Mid-year 2006-2007 EZ planning grants
February 21, 2007	Full applications due by 5:00 p.m. *
June 12, 2007	Announcement of funded projects
July 2007 – June 30, 2008	Grant project implementation and expenditure period for 2007-2008 projects
October 15, 2007	Postmark deadline for first grant reimbursement request
January 15, 2008	Postmark deadline for second grant reimbursement request
April 15, 2008	Postmark deadline for third reimbursement request; a minimum of 75% of grant amount must be requested by this deadline
June 30, 2008	**Date by which all project funds must be spent**
July 15, 2008	Final postmark deadline to submit grant reimbursement request
August 31, 2008	State Library completes grant payments
September 30, 2008	Final report due to State Library

* Must be **received** in the State Library's Library Development Section Office, Room 210, Archives & State Library Building.

For EZ grant programs (*i.e.,* programs NOT requiring a Letter of Intent):
Programs include: Basic Equipment; LSTA Project Planning; NC ECHO Digitization Starter; Planning; **School Library Collection Development**; Strengthening Public and Academic Library Collections; Technology Planning.

The following deadlines apply to 2007-2008 EZ grants.

December 19, 2006	Guidelines and applications available to libraries at <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>
February 21, 2007	Applications due by 5:00 p.m. *
June 12, 2007	Announcement of funded projects
July 2007 – June 30, 2008	Grant project implementation and expenditure period for 2007-2008 projects
October 15, 2007	Postmark deadline for first grant reimbursement request
January 15, 2008	Postmark deadline for second grant reimbursement request
April 15, 2008	Postmark deadline for third reimbursement request; a minimum of 75% of grant amount must be requested by this deadline
June 30, 2008	**Date by which all project funds must be spent**
July 15, 2008	Final postmark deadline to submit grant reimbursement request
August 31, 2008	State Library completes grant payments
September 30, 2008	Final report due to State Library

* Must be **received** in the State Library's Library Development Section Office, Room 210, Archives & State Library Building.

2.9. <u>Instructions for preparing and collating your application:</u>

Your application is one of many that reviewers will read. Following these instructions will make it easier for reviewers to read and evaluate your proposal:

- Use an 11-point font size or greater and margins at least 1" on all sides. Concise wording is best.
- Use a header or footer, with a single page numbering system, throughout the whole document except for the cover signature page. Handwritten page numbers on attachments are acceptable.
- When using attached sheets to answer questions, repeat the question and question number from the application form, but do not repeat explanatory information.
- Any supplemental information or attachments should follow the completed application form.
- If you append any material not specifically requested in the application, be judicious in how much you include. Provide extracts of long documents. Reviewers can pay more careful attention to applications that are concise and supporting materials that are directly relevant.
- Copy your pages front and back if possible, on plain white paper.
- Staple application in upper left corner, with signature page on top. Do not bind or include a cover letter.
- Be sure to enclose 1 original of the required CIPA certification forms in your application package. No additional copies are required.

2.10. <u>Where do I apply?</u>

Send completed applications to the address below. All applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. on February 21, 2007.
Send
- **one** (1) original of your application with certifying signatures in blue ink,
- **one** (1) signed original of each document specified by the *CIPA Certification Guidelines for LSTA Grant Applicants* (<http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>),
- **plus** the number of copies specified in the table below (excluding CIPA documents).

Grant Program	Application with original signatures in blue ink + CIPA Checklist (& Certification if required) *Include CIPA document(s) with original application only; do not make copies.*	Copies of application (in addition to the original signed in blue ink) *Do not include CIPA document(s).*
Project Grants		
Automated System	1	25
Innovation / Demonstration	1	25
Internet Infrastructure Improvement	1	25
Library Outreach Services	1	25
NC ECHO Digitization	1	25
NC ECHO Heritage Partners	1	25
EZ Grants		
Basic Equipment	1	15
Digitization Starter	1	15
LSTA Project Planning	1	15
Planning	1	15
School Library Collection Development	1	9
Strengthening Public & Academic Library Collections	1	15
Technology Planning	1	15

Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 21, 2007 deadline.
To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED	Delivery by US Postal Service:
LSTA Grant Applications	LSTA Grant Applications
Library Development Section, Room 210	Library Development Section
State Library of North Carolina	State Library of North Carolina
Archives & State Library Building	4640 Mail Service Center
109 E. Jones Street	Raleigh NC 27699-4640
Raleigh NC 27601	

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GRANT PROVISIONS

The following state and federal provisions apply to the LSTA grant program. Libraries awarded grants must agree to comply with these provisions.

1. Grant Agreement and Timing of Expenditures
Official notification of the grant award must be received from the State Library and a grant agreement (formal agreement between the grantee and the State Library) signed by both the representatives of the library and the State Librarian *before* any funds may be encumbered or expended for the project.

2. Allowable and Unallowable Costs
Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded.
    The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

3. Legal and Regulatory Compliance
Grantees must expend grant funds in accordance with all applicable local, state, and federal laws and regulations.

4. Budget Revisions and Programmatic Changes
Grantees must not deviate from the approved budget and plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library.

5. Records Retention
Grantees must maintain adequate financial records to ensure complete reporting, and retain programmatic and financial records relating to the grant for a minimum of five years from the due date of the final grant report, or until all audit exceptions have been resolved, whichever is longer.

6. Free and Open Competition
Purchases made from grant funds must be carried out to ensure free and open competition to the extent possible. Libraries eligible to purchase under state contract may use this option for grant purchases.

7. Debarment & Suspension
Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs and activities (Debarment and Suspension Certification).

8. Equipment and Inventory
Equipment with unit price above $500 purchased with grant funds must be labeled as purchased with LSTA funds and listed on biennial inventory reports requested by the State Library. If fair market value at the time of surplus or disposal exceeds $5,000, disposal must be cleared with the State Library.

9. Publicizing & Acknowledging Funds
Grantees are required to credit IMLS/LSTA in all related publications and activities in conjunction with use of the grant funds. Grantees should publicize grant-supported activities in available and appropriate media.

The following acknowledgement statement must be used when meeting these requirements: "This publication/activity/ program/etc) was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources." Copies of any publications or materials produced under the grant must be submitted to the State Library.

10. Lobbying
Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over $100,000 must file a certification regarding lobbying.

11. Non-discrimination
All library services provided as a result of the federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex.
Relevant legislation includes the following:
Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Section 6101 of the Age Discrimination Act of 1975; The Americans With Disabilities Act of 1990; subject to certain exceptions, Title IX of the Education Amendments of 1972.

12. Audit and Financial Reporting Requirements
LSTA grants must be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations. The following source documents outline the standards and requirements:
*   United States Office of Management and Budget: (OMB) Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations.
*   North Carolina General Statute 143-6.2 "Use of State funds by non-State entities", and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, "Uniform Administration of State Grants."

LEGAL REFERENCES:
*   Nondiscrimination in Federally Assisted Programs – 45 CFR 1110
*   Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities – 45 CFR 1170
*   Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments – 45 CFR 1183
*   Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants) – 45 CFR 1185
*   OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments
*   OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
*   OMB Circular A-87 - Cost Principles for State, Local, and Indian Tribal Governments
*   OMB Circular A-21 - Cost Principles for Education Institutions
*   OMB Circular A-122 - Cost Principles for Non Profit Organizations

State Library of North Carolina – Library Services and Technology Act

EZ SCHOOL LIBRARY COLLECTION DEVELOPMENT GRANT
2007-2008
Application

DUE DATE: Original and required copies must be received by 5:00 p.m. February 21, 2007 in the Library Development Section Office, Room 210.

SCHOOL NAME:

MAILING ADDRESS:

U.S. CONGRESSIONAL DISTRICT (in which school is located)**:**

SCHOOL CODE: (6 digits) _____ **FED. EMPLOYER ID #:** (9 digits) _____

PROJECT MANAGER, NAME / TITLE:

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

PROJECT FUNDS (whole dollars only): Grant Amount Requested **$** _____
Grant request maximum $10,000; minimum $1,000) **+**
Matching Funds **$** _____
(Match must equal at least 25% of grant amount requested)
Total Project Funds = **$** _____

ABSTRACT: Provide a brief abstract of your project in the space below. See instructions on the following page.

CERTIFICATION AND SIGNATURES:
We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying school.

_____ _____ _____
Printed name of Media Coordinator   Signature of Media Coordinator   Date

_____ _____ _____
Printed name of School Principal   Signature of Principal   Date
SLNC 12/06

ABSTRACT INSTRUCTIONS:
The abstract should ***clearly and concisely*** summarize your project, and must not exceed the space available on the signature page (page 1). The abstract should only include information that is in the body of the proposal. At minimum, specify collection areas to be developed and approximate number of books you will add.

It is critical that you review the grant program Information & Guidelines before completing this application.

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1. SCHOOL & MEDIA CENTER INFORMATION AND ELIGIBILITY TO APPLY:
Mark the appropriate YES or NO box and complete any additional requested information.

If you cannot answer "YES" to questions a-e, you are not eligible to apply for this grant.

	YES	NO	QUESTION
a.			Is your school recognized as a public school by the North Carolina Department of Public Instruction?
b.			Is your school library media center headed by a **full-time** certified school media coordinator? If yes, provide name. Name:_____
c.			Does your school library have a cataloged collection of information resources (i.e. card catalog or electronic catalog)?
d.			Is the school library housed in a designated space?
e.			Is the school library media center open at least 20 hours per week?
			ADDITIONAL INFORMATION ABOUT YOUR SCHOOL & MEDIA CENTER
f.			Does the school have a line item in its annual budget for circulating books?
g.			Is there flexible/continuous access for all students to the library media center throughout the school day?
h.			Is your school accredited by the Southern Association of Colleges and Schools (SACS)? If yes, provide: Date of initial accreditation _____ Date of last re-accreditation visit from SACS _____

2. SCHOOL DATA:
Complete the table below**.**

Number of students in your school (i.e. eligible library users): (Official school enrollment/membership 1st month 2006-2007)	

What percentage of students in your school qualified for **federal free and reduced school lunches** in the 1st Month 2006-2007?			**%**

State Instructional Materials Funds:	2004-2005	2005-2006	2006-2007
For the whole **School**	$	$	$
Allocated to the **Media Center** (if any)	$	$	$

---

3. TOTAL LIBRARY MEDIA CENTER BUDGET – Income and expenditures for all items (i.e., books, videos, supplies, etc.)
Complete the two tables below. If necessary, modify income sources and expenditure categories to match your local situation. And, if available, attach as **Appendix A** copies of documentation (e.g. budget printouts) for the 2005-2006 and 2006-2007 budget information included in the forms below.

E X A M P L E:

SCHOOL YEAR 2005-2006			
Income / Revenues		**Expenditures**	
Source	Amount	Category	Amount
Local school system funds	$325	Library books (same as #4a total)	$1,200
State instructional materials	$0	Periodical subscriptions	$450
Federal funds (e.g., Title I)	$1,000	Automated system maintenance	$260
Periodicals allotment	$450	Videos	$150
PTO	$500	AR tests	$0
Book fairs	$245	Supplies	$325
Fines & lost book replacements	$65	Equipment	$200
Other	$0	Other	$0
Total	**$2,585**	**Total**	**$2,585**

For 2005-2006, report actual income and expenditures for the school library media center using this form. You may modify the form if your local categories differ.

SCHOOL YEAR 2005-2006 (Actual)			
Income / Revenues		**Expenditures**	
Source	Amount	Category	Amount
Local school system funds		Library books (same as #4a total)	
State instructional materials		Periodical subscriptions	
Federal funds (e.g., Title I)		Automated system maintenance	
Periodicals allotment		Videos	
PTO		AR tests	
Book fairs		Supplies	
Fines & lost book replacements		Equipment	
Other (specify; add lines if needed)		Other (specify; add lines if needed)	
Total		**Total**	

For the current 2006-2007 year, report **anticipated total** income and expenditures for the school library media center. Totals should include actual-to-date as well as expected income and expenditures for the balance of the year. You may modify the form if your local categories differ.

SCHOOL YEAR 2006-2007 (Anticipated Totals for Year)			
Income / Revenues		**Expenditures**	
Source	Amount	Category	Amount
Local school system funds		Library books (same as #4a total)	
State instructional materials		Periodical subscriptions	
Federal funds (e.g., Title I)		Automated system maintenance	
Periodicals allotment		Videos	
PTO		AR tests	
Book fairs		Supplies	
Fines & lost book replacements		Equipment	
Other (specify; add lines if needed)		Other (specify; add lines if needed)	
Total		**Total**	

4. LIBRARY MEDIA CENTER BUDGET – Only <u>book</u> expenditures, by source of funds:
Provide information about the school library media center's expenditures for its **book** collection for the past two years as well as planned expenditures for the current year.

4.a. Source of Funds for **Book Purchases**	Expended on **books** 2004-2005	Expended on **books** 2005-2006	Budgeted for **books** 2006-2007
Local school system funds	$	$	$
State instructional materials funds			
Federal funds (e.g., Title I)			
PTO			
Book fairs			
Fines & lost book replacements			
Other (specify; add lines if needed)			
Total Expenditures for BOOKS	$	*$	*$
Explain any differences of more than 50% year to year.			

* The averaged amount of the dollars in these two boxes is the two-year average amount that you will be committed to spend as your base or "regular" book expenditures in 2007-2008, if awarded a grant. The grant and the local match for the grant must be **in addition to** this base book expenditures amount.
* These totals should also appear on "Library books" line in the tables at application item #3.

4.b. [The following information should <u>also</u> appear in your Match Certification (Appendix B).]

Media center book expenditures for 2005-06 were (should equal amount from 4a)	$
Anticipated book expenditures for 2006-07 will be (should equal amount from 4a)	$
The total of the above expenditure figures is	$
The two-year average base amount (i.e., the total on the line above divided by 2) is	$

5. LIBRARY MEDIA CENTER – BOOK COLLECTION:
Factors that reviewers will use to determine need and priorities for funding will include the number of titles/volumes and average age of book resources available to users in your school library. A basis for comparison is SACS standards for library media services and collections (see *Information & Guidelines*, Section 1 page 3).

Complete as many boxes as you can using the most current figures available:

Category	Numbers or Date
Book titles, number of separate titles in library catalog	
Book volumes, total number of books in library collection, including multiple copies of individual titles (above)	
Date of last inventory	
Date collection development plan written (mo/year)	
Average copyright date of **fiction books**	
Average copyright date of **nonfiction books**	
Average copyright date of **all books**	
(or specify other assessment of book collection age)	

TIP: Since class sets are not available for students to check out, we recommend that they <u>not</u> be included in your collection numbers since they will paint a less than accurate picture of the media center's resources.

6. MATCHING CERTIFICATION:
Attach as **Appendix B** a match certification letter signed by
- the school library media coordinator,
- a representative of the Media and Technology Advisory Committee,
- the principal, AND
- the school treasurer,

which includes identification and verification of the **amount(s)** and **source(s)** of the matching funds. Be as specific as possible in identifying the source(s) of the matching funds. Letters from matching funders (e.g. PTO, superintendent, community business) are recommended. Or matching funders may sign the matching certification letter.

Additionally, the letter must certify that if awarded a 2007-2008 School Library Collection Development Grant,
- the matching funds will be available for expenditure at the time the school signs the grant agreement;
- commitment to spend for library books in 2007-2008 a base (i.e. "regular") amount that will equal at least the two-year average of library book expenditures for 2005-2006 and 2006-2007 (i.e., data entered at item #4b, page 4 of this application);
- matching funds and grant funds expenditures will be **in addition to** the 2007-2008 base library book expenditures (i.e. the two-year average amount).

Do not include this instruction page with your application.

7. PROJECT BUDGET:

Provide in the grid below estimates of your proposed expenditures for the School Library Collection Development Grant project. **[Note: In order to make the books available in a timely fashion, the State Library discourages processing in-house. Whenever possible, negotiate with the vendor for reduced processing costs and/or a waiver of shipping/ handling fees to maximize use of grant funds for books.]**

Round totals to whole dollars.

		Quantity		Unit Cost		Total Cost
a.	**Books**			$		$
b.	**Jobber Processing Costs**			$		$
c.	**Shipping / Handling**					$
d.	**Taxes** (if not recouped by school)					$
e.	**Total Project Costs (a.-d. above)**					$

Total Project Costs = Grant Funds + Matching Funds ($4 grant to $1 matching)

Amount of **grant** funds requested		*
Amount of **matching funds** (must = or exceed 25% of grant funds)	+	
Total Project Costs (= e. above)	=	

* Grant funds requested must be at least $1,000, but cannot exceed $10,000.

8. BUDGET EXPLANATION:

Explain below the basis for your project budget figures in #7 above. Identify the vendors from whom you expect to make purchases. Explain any costs for jobber processing. *NOTE: Do not include your book order lists.*

All the following information should be provided on attached sheets. Be sure to number and identify each question. Use a header on each page that includes your school name and page number. Consecutively number the entire application.
TIP: Reviewers may not be familiar with all your acronyms; please spell them out.

9. SCHOOL / COMMUNITY / MEDIA CENTER DESCRIPTION:

This description should give proposal reviewers a current "snapshot" of your school and its media center*.   Do not exceed one-half page.*

Provide a brief sketch of your **school and the community** it serves. Be sure to include:
* geographic location of the school in the town/county,
* age of the school,
* grades covered,
* number of teachers, and
* some information about the students served -- particularly noting any growing or shrinking populations (e.g., Hispanic).

Also include a description of the **media center.** The description should include:
* resources and services offered,
* staffing, and
* factors affecting ability to provide quality library service – e.g., a recent move or expansion.
Add any other pertinent information about your school and your media center.

10. COLLECTION ASSESSMENT AND COLLECTION DEVELOPMENT PLAN:

a. Raw data: Attach as **Appendix C** a copy of your collection age report, and if applicable, a **sample** of any raw data you used to assess your collection. Do not overwhelm grant reviewers with excessive quantities of data (e.g., extensive shelf lists) – only 2-5 pages will be adequate to demonstrate the data you used. Be sure any data using Dewey classes is presented at the tens.

b. Analysis: Explain the methodologies you used to analyze the library's print collections – e.g., the age of collection (i.e., copyright dates), circulation data, numbers of titles, reading levels, physical appearance of books, etc., in comparison to your curriculum needs. Be sure any assessment referring to Dewey classes was done and is presented at the tens as this will make it easier for you to focus on specific curriculum areas. [It would be helpful for you to consult *IMPACT: Guidelines for North Carolina Media and Technology Programs* which may be found online at <http://www.ncwiseowl.org/zones/mediatech/impact/IMPACT.pdf>. Or go to <http://eduscapes.com/sms/mapping.html> for an overview of "collection mapping".]

c. Collection plan (for grant year): Specify 2 – 4 priority areas of your collection on which you plan to spend grant funds. Explain why you are prioritizing each of those specific areas. Your explanations must refer to specific ways in which weaknesses identified through your collection assessment impact the teaching of the curriculum in your school. If possible, discuss your targeted areas in light of your school's improvement plan.

d. Collection plan (for future years): Your targeted areas in 10.c. above will be the priorities of this coming year's collection development plans. Your assessment may have uncovered other weaknesses in your collection – needs that will not be addressed in the coming year. As **Appendix D,** briefly diagram or chart out (1 page) your plan for continuing to build and strengthen your collection over the following two years (i.e., 2008-2009 and 2009-2010).

   If you already have a multiyear collection development plan, it may serve as **Appendix D.**

11. PROJECT DESCRIPTION: *Do not exceed one page. Do not include book order lists.*

For this section, you will describe what you plan to buy for this project – the purchases that will help you provide accurate, current, and attractive books to meet the curriculum-based needs of students in your school. The proposed project **must be consistent with the assessment, priorities, and plan described in section 10.**

Are you in the midst of an existing multiyear collection development plan (that you have attached as Appendix D)? If the project you are proposing does not reflect the existing plan's priorities for 2007-2008, you must explain why not.

> A multiyear collection development plan is a "living, breathing" document. As IMPACT states (pg. 147), "the plan should be reviewed annually to determine that curriculum priorities continue to be reflected in the plan and that resources are being selected and purchased according to the plan."

a. How many books, in what <u>specific</u> curricular areas, do you propose to buy for this project and how much do you anticipate spending on them? Example: 30 titles related to space science, the planets and solar system ($600).

b. Were there any factors beyond the assessment that led you to propose these books?

c. <u>Specifically</u>, how was the library's Media and Technology Advisory Committee involved in helping you craft this project in particular and your multiyear plan in general? Describe any and all planning and consultation in which they were involved.

d. How/when/by whom will the project be carried out? List the sequence of project activities with their respective dates for completion and the name of the person responsible. Reviewers will look for evidence that you have taken into consideration local deadlines (e.g., cut-off dates to receive materials, last date for invoices to be paid by your business office) as well as LSTA grant program deadlines.

12. MEDIA AND TECHNOLOGY ADVISORY COMMITTEE COMMITMENT:
Attach as **Appendix E** a letter signed by the members of the Media and Technology Advisory Committee (MTAC) confirming the committee's participation in and support of this collection development project. Positions as well as names of MTAC members should be included. The letter should <u>not</u> be a "pro forma" letter stating "support" for the project. The contents of the letter will be used to evaluate the extent of the MTAC's involvement.

13. CIPA CERTIFICATION AND COMPLIANCE:

***Every* library that submits an application for funding to the State Library *must* include the appropriate CIPA certification document(s) as part of its application package.** However, most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds.

Applicants should *carefully* read the CIPA Certification Guidelines for LSTA Grant Applicants <http://statelibrary.dcr.state.nc.us/lsta/certguidelines07.pdf> to determine what document(s) to submit. Submit only ***one*** original of each required document with the application.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <http://statelibrary.dcr.state.nc.us/lsta/compliance07.pdf>. A single web page with these links is at <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at gpair@library.dcr.state.nc.us or 919-807-7408.

APPLICATION CHECKLIST: A complete application package will include:

_____ Application signature page, signed by appropriate person.
_____ Answers to questions #1-5, # 7, #8.
_____ Answers to questions #9-11 (narrative sections)
_____ Appendix A – Copies of documentation for 2005-2006 and 2006-2007 Library Media Center
         budgets (& extracted figures if necessary). *As requested in Question #3.*
_____ Appendix B – Matching certification letter. *As requested in Question #6.*
_____ Appendix C – Collection age report and collection assessment data (sample raw data
         as needed). *As requested in Question #10a.*
_____ Appendix D – Collection plan. *As requested in Question #10d.*
_____ Appendix E – Media and Technology Advisory Committee commitment letter. *As requested
         in Question #12.*
_____ **1 original application** with certifying signatures **in blue ink**, **plus 9 copies** (10 total)
_____ **1 original** of the required **CIPA** certification form(s)

SUBMISSION & FORMAT INSTRUCTIONS: Make sure that your application is prepared
according to the recommended format. Refer to instructions in Section 2.7 of the *Information &
Guidelines*.

DELIVERY INFORMATION:

*DUE DATE: The complete application package must be received by 5:00 p.m. February
21, 2007 in the Library Development Section Office, Room 210.*

Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED	Delivery by US Postal Service:
LSTA Grant Applications Library Development Section, Room 210 State Library of North Carolina Archives & State Library Building 109 E. Jones Street Raleigh NC 27601	LSTA Grant Applications Library Development Section State Library of North Carolina 4640 Mail Service Center Raleigh NC 27699-4640

**Warning: To be considered, applications must be received in the Library Development
Office by the 5:00 p.m. February 21, 2007 deadline.**
To assure on-time receipt by the State Library, applicants are strongly encouraged to use a
commercial service and the Jones Street address. Packages sent via US Postal Service and
Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the
US Postal Service does **not** deliver to the Jones Street address. Any application not received
by the deadline will not be eligible for consideration.

Do not include this instruction page with your application.